

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY  
ADMINISTRATORS  
Bureau of Occupational Licenses  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063**

**Board Meeting Minutes of 4/11/2019**

**BOARD MEMBERS PRESENT:** Heidi Brough Nye - Chair  
Kristen E Hyde  
Natalie M Nathan  
Ann F Wheeler  
Linda L Simon

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Nicholas Krema, General Counsel  
Rob McQuade, Legal Counsel  
Eric Nelson, Board Prosecutor  
Betsy Duncan, Technical Records Specialist II

**OTHERS PRESENT:** Kris Ellis, Idaho Health Care Association  
Polly Watt-Geier, Idaho Department of Health and  
Welfare, Residential Care or Assisted Living  
Facilities  
Michael Henson, Administrator Applicant

The meeting was called to order at 10:00 AM MDT by Heidi Brough Nye.

**DISCIPLINE**

Mr. Nelson presented a memorandum regarding case number 2019-4. After discussion, the Board gave recommendations for appropriate discipline.

**INTRODUCTIONS**

Bureau staff, Board members and guests introduced themselves.

**APPROVAL OF MINUTES**

Ms. Simon made a motion to approve the minutes of 1/24/2019. It was seconded by Ms. Wheeler. Motion carried.

## **LEGISLATIVE REPORT**

Ms. Packer gave the legislative report. She updated the Board on current legislation.

Mr. McQuade updated the Board on the Executive Order of the Red Tape Reduction Act and noted that the Board of Examiners of Residential Care Facility Administrators Laws and Rules are scheduled for review in 2020 with modifications to be presented in the 2021 Legislative Session. The Bureau will update the Board as the process progresses.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of (\$77,170.85) as of 3/31/2019.

## **BOARD VACANCIES**

Ms. Eavenson presented the processes for Board member appointments through the Governor's Office.

## **TRAVEL VOUCHERS**

Ms. Eavenson reviewed the state travel policy with the Board.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

## **FOR BOARD DETERMINATION**

Ms. Wheeler made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA-2019-1. It was seconded by Ms. Hyde. Motion carried.

## **RECONSIDERATION OF BOARD DECISIONS**

Mr. Crema updated the Board on recent modifications to the legal process and requirements of reconsideration of Board decisions. Ms. Simon made a motion to authorize the Board Chair to review requests upon submission, and determine if new information has been received that could cause the Board to reconsider a previous decision. It was seconded by Ms. Nathan. Motion carried.

## **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

## **NEW BUSINESS**

**NEXT MEETING** was scheduled for July 18, 2019 at 10:00 AM.

## **BOARD ELECTIONS**

Ms. Hyde made a motion to retain the current Chair and Vice Chair. It was seconded by Ms. Nathan. Motion carried.

## **NATIONAL ASSOCIATION OF LONGTERM CARE BOARDS CONFERENCE**

Ms. Wheeler made a motion to have the Chair attend the June conference in Charleston, South Carolina to represent the Idaho Board. It was seconded by Ms. Hyde. Expenses for this conference are paid by the National Association of Long Term Care Boards.

## **CORRESPONDENCE**

The Board reviewed correspondence from Jamie Simpson at the Idaho Department of Health and Welfare, Residential Care or Assisted Living Facilities, which included a brochure distributed to licensees regarding a course of "Healthcare Emergency Management 101." The Board asked Ms. Watt-Geier to confirm the June 5, 2018 date for the course. The Board also asked that the Idaho Department of Health and Welfare, Residential Care or Assisted Living Facilities, either use a stamp or provider's signature on completion certificates for participants, or submit courses for the Board's approval using the CE Course Application Form on the Board's webpage for future courses.

## **EXECUTIVE SESSION**

Ms. Nathan made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Ms. Hyde. The vote was: Ms. Brough-Nye, aye; Ms. Hyde, aye; Ms. Nathan, aye; Ms. Simon, aye; and Ms. Wheeler, aye. Motion carried.

Ms. Wheeler made a motion to come out of executive session. It was seconded by Hyde. Motion carried.

## **APPLICATIONS**

Ms. Nathan made a motion to approve the following pending receipt of additional information and review by the designated Board member:

901158618

It was seconded by Ms. Hyde. Motion carried.

Ms. Nathan made a motion to table the following pending receipt of additional information:

901165306

It was seconded by Ms. Wheeler. Motion carried.

The Board directed Bureau staff to send a letter outlining requirements for licensure to applicant 901166133 for completion of the application.

## **PROPOSED LAWS AND RULES**

Mr. Crema discussed the process of defining application requirements in laws and rules with the Board. Several requirements were identified as changes for consideration as the Board prepares for the review referenced by Mr. McQuade under the Legislative Report above. These will be added to the To Do List.

## **REVIEW APPLICATION DRAFT**

The Board reviewed the Residential Care Facility Administrator License Application for Nursing Home Administrators draft. Ms. Nathan made a motion to approve the draft as presented. It was seconded by Ms. Hyde. Motion carried.

## **ADJOURNMENT**

Ms. Wheeler made a motion to adjourn the meeting at 2:18 PM MDT. It was seconded by Ms. Simon. Motion carried.

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Heidi Brough Nye, Chair

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Kristen E Hyde

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Natalie M Nathan

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Ann F Wheeler

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Linda L Simon

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Kelley Packer, Bureau Chief